Bain, H. Malcolm (Professor of Chemical Engineering) Dec. 2, 1920 (024)

University of Toronto
TORONTO, CANADA

DEPARTMENT OF APPLIED CHEMISTRY

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February 2, 1920.

MEMORANDUM TO THE DEAN:

By arrangement with Professor L.B. Stewart, Mr. O. Rolfson has been transferred from the Department of Surveying to this Department, the change becoming effective on February 1. Mr. Rolfson was in receipt of a salary of $1,100 for the session while attached to the Department of Surveying, and there are funds available in the Department of Applied Chemistry to continue paying him for the balance of the session at the same rate.

This transfer has been arranged on account of the resignation of Mr. A.R. Duff, who left us to carry on some exploration work in British Honduras. Mr. Duff's salary was $1,200. for the session, and consequently the amount necessary for Mr. Rolfson is already allotted to this Department. May I ask you to be kind enough to request the President to ~~second~~ approve this transfer?

Yours faithfully,

J.W. Bain

JWB/EB.

To the President: Feby. 4,1920.

May this transfer of Mr. Rolfson from the Dept. of Surveying to the Dept. of Applied Chemistry, which I recommend, be approved please as from 1st. February.

Dean.

5/2/20.